



**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
CINCINNATI PROCUREMENT OPERATIONS DIVISION
CINCINNATI, OHIO 45268**

SUBJECT: Request for Task Order Proposal, Tracking Number PR-OW-18-00191

FROM: Angela Lower
Contracting Officer

TO: Multiple Award Contract Holders under TSAWP II

Attached is request for task order proposal for the subject tracking number which is issued for competition for the project entitled, "NUTRIENTS FRAMEWORK TECHNICAL SUPPORT."

The government requests you prepare a proposal (cost and technical) for the task order. The proposals shall be submitted to lower.angela@epa.gov by 1:00PM ET on June 21, 2018. The technical proposal is limited to five (5) pages. Cost Proposals shall be provided in accordance with Contract Clause B-1 as supplemented by the attached cost proposal instructions. Proposals shall also include the required conflict of interest certification.

The following documents provided for this solicitation will become part of the Task Order Award:

- Performance Work Statement
- Task Order Clauses

Award of a Cost Plus Fixed Fee – Term Type Level of Effort task order will result. The period of performance for this Task Order is for a one 1-year base period and four 1-year option periods. Please see attached technical evaluation criteria which will be used to evaluate the offer. Award will be made on a Best Value Tradeoff basis, where technical quality is more important than cost.

Any questions should be directed to lower.angela@epa.gov within five days of issuance of this Solicitation.

A handwritten signature in black ink, reading "Angela Lower", is positioned above the typed name.

Angela Lower
Contracting Officer

Cc:

Damon Highsmith, CL COR

Chris Laabs, Alternate CL COR

Caroline Klos, TO COR

Lisa Mitchell-Flinn, Contract Specialist

Attachments:

Performance Work Statement

Task Order Clauses

Cost Proposal Instructions

Technical Evaluation Criterion

**PERFORMANCE WORK STATEMENT
TSAWP II Multiple-Award Contracts
TASK ORDER #TBD**

NUTRIENTS FRAMEWORK TECHNICAL SUPPORT

A: BACKGROUND

Nutrient pollution is becoming one of the costliest and most challenging environmental problems we face. EPA is firmly committed to working in partnership with States and stakeholders to address nutrient pollution. This technical assistance task provides a means to effectively collaborate at federal, state, and local government levels to address the growing public health risks and economic impacts of widespread nutrient pollution on the prosperity and quality of life of communities across the country. EPA will support the states in taking a front-line stand on nutrient pollution, adopting their own state nutrient strategies and taking implementation steps. This task order also supports working with environmental and community stakeholders, local governments, water utilities, landowners, and others, to implement nutrient reductions.

The contractor shall annually provide in the Base Period and in each Option Period:

- Expert assistance for up to 12 specific sites each year in developing and/or implementing nutrient framework elements as described below.
1. Prioritize watersheds on a statewide basis for nitrogen and phosphorus loading reductions.
 2. Set watershed load reduction goals based upon best available information.
 3. Ensure effectiveness of point source permits in targeted/priority sub-watersheds.
 4. Agricultural areas.
 5. Storm water and septic systems.
 6. Accountability and verification measures.
 7. Annual public reporting of implementation activities and biannual reporting of load reductions and environmental impacts associated with each management activity in targeted watersheds.
 8. Develop work plan and schedule for numeric criteria development.

EPA believes that certain minimum building blocks are necessary for effective state programs to manage nitrogen and phosphorus pollution. Accordingly, EPA issued a memo in March 2011 titled “Working in Partnership with States to Address Phosphorus and Nitrogen Pollution through Use of a Framework for State Nutrient Reductions”. This memo outlined EPA’s commitment to partner with states and collaborating stakeholders to accelerate the reduction of nitrogen and phosphorus loadings to our nation’s waters via these framework elements. In September 2016, a memo titled “Renewed Call to Action to Reduce Nutrient Pollution and support for Incremental Actions to Protect Water Quality and Public Health” was issued, affirming EPA’s commitment to continued support for the recommended elements of a state framework for managing nitrogen

and phosphorus pollution, with an emphasis on intensifying efforts to take incremental actions. These memos serve as guiding documents for technical assistance work under this task order. EPA's webpage describing what EPA is doing to support [nutrients reductions](https://www.epa.gov/nutrient-policy-data/what-epa-doing-reduce-nutrient-pollution) also incorporates highlights of the memo's and this continued work: <https://www.epa.gov/nutrient-policy-data/what-epa-doing-reduce-nutrient-pollution>

EPA's leadership continues to identify nutrient pollution as one of the greatest threats to water quality and supports strong action to make progress on reducing this threat to public health and the environment.

B: TASKS

Task 1: Kickoff Meeting, Reporting and Communication

The contractor shall participate in a Kickoff Meeting with the EPA Task Order Contracting Officer's Representative (TOCOR) either in person or via conference call to discuss the following: points of contact, roles and responsibilities, Quality Assurance Project Plan (QAPP) protocols, timelines, the schedule of benchmarks, milestones and deliverables, establish dates and times for monthly calls and monthly technical progress reports and general Task Order administrative information.

The EPA TOCOR will coordinate and set-up monthly working calls between EPA staff and the contractor's technical lead to discuss the status and progress of the work under this Task Order. The contractor shall participate in these monthly calls. The frequency of the monthly conference calls may be modified based on project status at the request of the contractor and only as approved by EPA. Generally, the contractor shall provide meeting summaries after the monthly calls within five (5) business days in draft form for the TOCOR to review, the TOCOR will provide edits and/or comments on the meeting minutes within 5 business days; then a final written deliverable would be expected within five (5) business days after receipt of written technical direction from the TOCOR, including the TOCOR's comments and edits to the draft deliverable.

The contractor shall notify the EPA TOCOR of any problems, delays or questions as soon as they arise, including immediate notification of any quality assurance issues, and Task Order delays. The contractor shall provide a monthly progress report in accordance with contract requirements which will be used for invoice review purposes. All reporting shall be provided in accordance with the PWS Sections G & H: ***Reporting and Deliverables (General Performance)***.

Task 1 Deliverables:

- Monthly conference calls and meeting minutes
- Immediate notification to TOCOR of any delays
- Monthly progress reports and
- Timely Communication.

See "Surveillance Plan" for specific performance standards and indicators related to this Task. All written materials must be compliant with Section 508 of the Americans with Disabilities Act.

Task 2. Quality Assurance

The contractor shall adhere to its Quality Management Plan that is customized for this contract. In addition, this Task Order involves the use of existing data. EPA policy requires that an *approved* Quality Assurance Project Plan (QAPP) be in place before any work begins that involves the collection, generation, evaluation, analysis or use of environmental data.

- Under no circumstances shall work that involves the generation, collection, evaluation, analysis, or use of environmental data be performed until the contractor receives written notification from the EPA TOCOR that EPA has approved the contractor's QAPP.
- Any non-sampling/non-analytical work that involves the generation, collection, evaluation, analysis, or use of environmental data that is initiated prior to EPA approval of the contractor's QAPP must be performed in accordance with the approved QAPP. EPA may request the contractor to furnish written documentation from the Contractor showing that the contractor has complied with this requirement.

The contractor shall write a Project QAPP that addresses systematic planning for this Task Order. The contractor shall use the active voice. The QAPP shall provide enough detail to clearly describe objectives of the project supported by the task order; the type of data to be collected, generated, or used under this task order to support the project objectives; the quality objectives needed to ensure that these will support the project objectives; and the quality assurance and quality control activities to be performed to ensure that any results obtained are documented and are of the type, quality, transparency, and reproducibility needed.

The QAPP must be consistent with the document, *EPA Requirements for Quality Assurance Project Plans: EPA QA/R-5* (<http://www.epa.gov/quality/qs-docs/r5-final.pdf>). The QAPP shall include any SOPs or checklists.

In addition the contractor shall conform to Contract PWS clause 2.6.3.1 and its relevant sub-clauses, (ref. Contract PWS clause 2.6.3.1 and inclusive language under all relevant sub clauses) including:

Contract PWS clause 2.6.3.1.2

The modeling QAPP shall conform to **EPA G5/M** (December 2002, EPA/240/R-02/007 (<http://www.epa.gov/QUALITY/qs-docs/g5m-final.pdf>)); and

Contract PWS clause 2.6.3.1.4

When the generation of GIS data is requested in the PWS of an individual TO, the contractor shall comply with the QA guidance for GIS data (QA/G-5G, <http://www.epa.gov/QUALITY/qs-docs/g5g-final.pdf>).

Task 2.1 QAPP for Task 3

EPA Regions will work with the TOCOR to attest to the completeness and adequacy of a QAPP(s) for specific state's technical assistance QAPP.

The EPA Region will answer the following: Does the Region confirm there is an existing, approved Quality Assurance Project Plan (QAPP) for the subject state technical assistance work? Yes or no?

- a. If no, the contractor shall, at the direction of the TOCOR, and in collaboration with EPA, prepare a QAPP to address the task(s) outlined in this work plan, and obtain EPA approval prior to initiating work. The contractor should also advise EPA if the contractor determines that a supplement or a standalone QAPP is needed to meet the QA requirements of this TO. In addition, the contractor shall document relevant Quality Assurance activities in any deliverable.

The contractor shall write the QAPP using the active voice. The QAPP shall provide enough detail to clearly describe objectives of the project supported by the task order; the type of data to be collected, generated, or used under this task order to support the project objectives; the quality objectives needed to ensure that these will support the project objectives; and the quality assurance and quality control activities to be performed to ensure that any results obtained are documented and are of the type, quality, transparency, and reproducibility needed.

The QAPP must be consistent with the document, *EPA Requirements for Quality Assurance Project Plans: EPA QA/R-5* (<http://www.epa.gov/quality/qs-docs/r5-final.pdf>). The QAPP shall include any SOPs or checklists. In addition, the QAPP must be consistent with the EPA quality assurance guidance documents.

For planning purposes, the contractor shall assume that seven (7) of the ten (10) states anticipated to receive support will require development of a QAPP under this section of the PWS.

- b. If yes to the above question, the Region will determine the answer to the following: Is the existing QAPP sufficient to cover the tasks outlined in the work plan request for technical support? Yes / No
 - i. If yes, the contractor shall adhere to Quality Assurance Project Plan (QAPP) in place for the subject state technical project. The Region attests the QAPP is sufficient to address the task(s) outlined in the Technical Direction. In addition, the contractor shall document relevant QA activities in any deliverable.
 - ii. If no, the contractor shall, at the direction of the TOCOR, and in collaboration with EPA, prepare an amendment to the QAPP to address the task(s) outlined in the Technical Direction, and obtain EPA approval of this amendment prior to initiating work. In addition, the contractor shall document relevant Quality Assurance activities in any deliverable.

All QA documentation, including the QAPP, prepared under this Task Order, shall be considered non-proprietary, and shall be made available to the public upon request.

Additional QA Documentation Required

In addition to the QAPP requirements described above, all major deliverables (e.g., Technical Support Documents, Study Reports, Study Plans, etc.) produced by the Contractor under this Task Order must include a discussion of the QA/QC activities that were or will be performed to support the deliverable.

The contractor shall immediately notify the EPA TOCOR of any QA problems encountered that may impact the performance of this Task Order, with recommendations for corrective action.

The contractor shall also provide EPA with monthly reports of QA-related activities performed during implementation of this Task Order. These monthly QA reports shall identify QA activities performed to support implementation of this task order, problems encountered, deviations from the QAPP, and corrective actions taken. The contractor may include this as a part of the contract-required monthly financial/technical progress report.

The contractor shall notify the EPA TOCOR at any time during the task order if changes to the QAPP are warranted (e.g., due to organizational changes, revised technical approaches).

If, during the Period of Performance of this Task Order, the EPA TOCOR determines revisions to the QAPP are necessary, the contractor shall submit a revised QAPP, including the revision summary, within 5 business days after receiving written technical direction to do so. When preparing this “draft” revised version of the QAPP, the contractor shall ensure that it is written in an active voice and shall include a version history page that summarizes changes made. The contractor also shall provide EPA with copies of any modified SOPs or checklists. EPA will review the “draft” revised QAPP and provide the contractor with written approval or comments. The contractor shall provide a final QAPP that responds to EPA’s written comments within 5 business days of receipt of EPA’s comments on the draft QAPP.

Reporting Requirements:

- a. The contractor shall include a QA/QC section within each major deliverable (as specified above)
- b. The contractor shall provide monthly reports of QA activities performed during implementation of this task order (as specified above).

Task 2.1 Deliverables:

- Draft QAPP, if applicable
- Final QAPP, if applicable

TASK 3: Support EPA’s ability to provide technical assistance and data analysis to states in developing or implementing state nutrient reduction strategies and accountability frameworks

This task order shall provide for contractor support to the TOCOR who will assist local, regional and/or state governments and/or territories (hereafter simply called “states” for brevity) to develop and/or implement nutrient framework elements. Those states / territories who will receive assistance through the TOCOR have not been selected at time of Task Order Award. The contractor shall assume that each year up to 12 states will receive support under this task.

After Task Order Award and initiation of Tasks 1 and 2, the TOCOR will furnish written Technical Direction, on a case by case basis, as to the specific Stakeholder, and the scope of the Technical Support under one of the eight technical elements of EPA’s recommended nutrient framework that has been requested of the TOCOR. The contractor shall anticipate working with the TOCOR and staff leads in various EPA regional offices and states, regional and/or local governments to furnish the requested technical assistance. **However, only the TOCOR may issue technical direction; no direction shall be taken from EPA regional offices and states, or other stakeholders.**

It is anticipated that support shall be provided simultaneously or iteratively rather than in a stepwise fashion throughout each term of the period of performance. Assistance for at least one project is anticipated to require travel. It is anticipated that 2 contractors may be required to travel to one site and provide hands on training over a 2day period.

The contractor shall provide direct technical or administrative support to states, including meeting management or other stakeholder outreach which shall include the development of or support for implementation of any of the eight technical elements of EPA's recommended framework. The following are the types of support requested in the past by states and anticipated to be requested in the future. These are examples of the types of support anticipated, but are not all inclusive. The contractor shall provide the following support, but not limited to:

- A. Facilitate discussions between EPA regions, states and key stakeholders in order to achieve critical framework element milestones,
 - a. Compile a database of contact information for key stakeholders and partners, and facilitate stakeholder outreach to assist in prioritizing watersheds and determining load reduction targets.
 - b. Develop a draft nutrient framework and assist the state to vet the draft statewide nutrient framework with key stakeholders.
- B. Identify baseline economic impacts and associated fiscal and economic impacts which may in the future be required as part of the state's rulemaking procedures to support adoption and implementation of numeric nutrient criteria.
 - a. The contractor will identify stakeholders and entities (e.g. types of facilities and small businesses including non-point sources) affected by the implementation of nutrient criteria in the state.
 - b. A technical support/guidance document (TSD) will also be developed that outlines the methods and resources used to identify affected stakeholders.
- C. Evaluate associations between nutrient metrics and biological condition indices and derive potential nutrient indicator threshold values.
 - a. The contractor shall prepare a development approach for nutrient translators for narrative criterion in state standards. For example, the five step process for using stressor-response relationships to derive nutrient criteria (USEPA 2009).
 - b. Additionally, the contractor shall demonstrate its feasibility (i.e., demonstration in principle or proof-of-concept) to verify whether the concepts outlined in the development approach has the potential of being used. The proof-of-concept is intended to be small and may or may not be complete.
- D. Identify methodologies and provide technical assistance to a state to prioritize watersheds on a statewide basis for nitrogen and phosphorus loading reductions, and/or to set watershed load reduction goals based upon best available information, e.g.,
 - a. Conduct nutrient source identification analyses statewide to target watersheds.
 - b. Identify appropriate methods to model how nutrients and other parameters are contributing to the proliferation of hazardous algal blooms (HABs) to improve the foundation of, as well as support the development of TMDLs or water quality management plans that will reduce nutrients and the resultant proliferation of HABs.
 - c. Assist the state to identify opportunities for expanded monitoring or data collection.

- d. Populate watershed screening models with data to develop nutrient loading information.
- E. Refine approaches aimed at specific nutrient source reductions or any of the framework elements.
 - a. Assist states to improve the technical foundation or identify practices or techniques to further reduce nutrients from sources such as stormwater, agricultural, or onsite wastewater to achieve load reduction goals.
- F. Outline reporting options for states or provide technical support to support development of accountability and verification measures, and/or annual public reporting of implementation activities and biannual reporting of load reductions and environmental impacts associated with each management activity in targeted watersheds.

The contractor shall furnish copies to the TOCOR of any and all reports, memos, summaries, analyses, spreadsheets, or other items developed for purposes of meeting the requests for technical assistance which are requested under this task.

The contractor shall provide deliverables to the EPA TOCOR in an electronic format that EPA can support (see TSAWP Contract PWS Section 4.0 Deliverables). Deliverables will be anticipated to consist of draft items for TOCOR review and comment, followed by final items, usually within five (5) business days of receipt of written comments on the draft deliverables.

Deliverables: Individual projects as specified in technical direction.

Task 4: Support EPA's ability to conduct data analysis and related support services for relevant partners, groups, and communities of practices.

- EPA has various partnerships to address nutrients. From time to time, summary data from various groups may need to be consolidated, analyzed or otherwise benefit EPA to provide third party evaluation and support. Through this technical assistance task, EPA is positioned to assist multiple stakeholders with data consolidation, comparisons, and general analysis that show the benefits to EPA of collaborating with states and partners to reduce nutrient pollution.

C. SCHEDULE OF BENCHMARKS, DELIVERABLES & MILESTONES:

BENCHMARK / DELIVERABLE / MILESTONES		
BASE PERIOD: 12 MONTHS		
TASK	ACTIVITY/DELIVERABLE	SCHEDULE
1	Kickoff Meeting	Within 10 business days of Task Order Award.
1	Monthly Conference Calls and Meeting Minutes	Draft within 5 business days Final within 5 business days after receipt of comments from the TOCOR
2	For <u>each</u> individual project, the corresponding EPA Regional Quality Assurance Officer (QAO) will certify if an existing QAPP will cover the work. Otherwise, the TOCOR will request the Contractor to initiate work on a draft QAPP.	10 business days after receipt of written technical direction from TOCOR. It is estimated that <u>seven out of ten</u> projects will require QAPPs and that three out of ten will be covered by existing QAPPs maintained in the individual EPA Regional Offices.
2	Draft QAPP for EPA review	10 business days after receipt of written technical direction from TOCOR, if applicable
2	Final QAPP	10 business days after receipt of written technical direction from TOCOR.
3	Meeting with EPA TOCOR, region, and states/ stakeholder groups for each individual projects for nutrient upon receipt of Technical Direction.	10 business days after receipt of written technical direction from TOCOR. It is estimated that up to five of the ten projects may involve travel.
3	Individual project deliverables	As outlined in technical direction from the TOCOR

3	Contractor shall prepare <u>draft</u> interim deliverables and work products and furnish to TOCOR for review and comment, if requested. This package will fully describe the status of the Task Order at the end of the Option Period.	<u>No Later Than</u> 330 days after start of the Option Period
3	Contractor shall prepare <u>FINAL</u> interim deliverables and work products and furnish to TOCOR for review and comment.	Generally within 10 business days after receipt of written technical direction from the TOCOR. <u>NO LATER THAN end of the Option Period</u>
OPTION PERIOD ONE: 12 MONTHS		
TASK	ACTIVITY/DELIVERABLE	SCHEDULE
1	Kickoff Meeting	Within 10 business days of Task Order Award.
1	Monthly Conference Calls and Meeting Minutes	Draft within 5 business days Final within 5 business days after receipt of comments from the TOCOR
2	For <u>each</u> individual project, the corresponding EPA Regional Quality Assurance Officer (QAO) will certify if an existing QAPP will cover the work. Otherwise, the TOCOR will request the Contractor to initiate work on a draft QAPP.	10 business days after receipt of written technical direction from TOCOR. It is estimated that <u>seven out of ten</u> projects will require QAPPs and that three out of ten will be covered by existing QAPPs maintained in the individual EPA Regional Offices.
2	Draft QAPP for EPA review	10 business days after receipt of written technical direction from TOCOR, if applicable
2	Final QAPP	10 business days after receipt of written technical direction from TOCOR.

3	Meeting with EPA TOCOR, region, and states/ stakeholder groups for each individual projects for nutrient upon receipt of Technical Direction.	10 business days after receipt of written technical direction from TOCOR. It is estimated that up to five of the ten projects may involve travel.
3	Individual project deliverables	As outlined in technical direction from the TOCOR
3	Contractor shall prepare <u>draft</u> interim deliverables and work products and furnish to TOCOR for review and comment, if requested. This package will fully describe the status of the Task Order at the end of the Option Period.	<u>No Later Than</u> 330 days after start of the Option Period
3	Contractor shall prepare <u>FINAL</u> interim deliverables and work products and furnish to TOCOR for review and comment.	Generally within 10 business days after receipt of written technical direction from the TOCOR. <u>NO LATER THAN end of the Option Period</u>
OPTION PERIOD TWO: 12 MONTHS		
TASK	ACTIVITY/DELIVERABLE	SCHEDULE
1	Kickoff Meeting	Within 10 business days of Task Order Award.
1	Monthly Conference Calls and Meeting Minutes	Draft within 5 business days Final within 5 business days after receipt of comments from the TOCOR
2	For <u>each</u> individual project, the corresponding EPA Regional Quality Assurance Officer (QAO) will certify if an existing QAPP will cover the work. Otherwise, the TOCOR will request the Contractor to initiate work on a draft QAPP.	10 business days after receipt of written technical direction from TOCOR. It is estimated that <u>seven out of ten</u> projects will require QAPPs and that three out of ten will be covered by existing QAPPs maintained in the individual EPA Regional Offices.

2	Draft QAPP for EPA review	10 business days after receipt of written technical direction from TOCOR, if applicable
2	Final QAPP	10 business days after receipt of written technical direction from TOCOR.
3	Meeting with EPA TOCOR, region, and states/ stakeholder groups for each individual projects for nutrient upon receipt of Technical Direction.	10 business days after receipt of written technical direction from TOCOR. It is estimated that up to five of the ten projects may involve travel.
3	Individual project deliverables	As outlined in technical direction from the TOCOR
3	Contractor shall prepare <u>draft</u> interim deliverables and work products and furnish to TOCOR for review and comment, if requested. This package will fully describe the status of the Task Order at the end of the Option Period.	<u>No Later Than</u> 330 days after start of the Option Period
3	Contractor shall prepare <u>FINAL</u> interim deliverables and work products and furnish to TOCOR for review and comment.	Generally within 10 business days after receipt of written technical direction from the TOCOR. <u>NO LATER THAN end of the Option Period</u>
OPTION PERIOD THREE: 12 MONTHS		
TASK	ACTIVITY/DELIVERABLE	SCHEDULE
1	Kickoff Meeting	Within 10 business days of Task Order Award.
1	Monthly Conference Calls and Meeting Minutes	Draft within 5 business days Final within 5 business days after receipt of comments from the TOCOR

2	For <u>each</u> individual project, the corresponding EPA Regional Quality Assurance Officer (QAO) will certify if an existing QAPP will cover the work. Otherwise, the TOCOR will request the Contractor to initiate work on a draft QAPP.	10 business days after receipt of written technical direction from TOCOR. It is estimated that <u>seven out of ten</u> projects will require QAPPs and that three out of ten will be covered by existing QAPPs maintained in the individual EPA Regional Offices.
2	Draft QAPP for EPA review	10 business days after receipt of written technical direction from TOCOR, if applicable
2	Final QAPP	10 business days after receipt of written technical direction from TOCOR.
3	Meeting with EPA TOCOR, region, and states/ stakeholder groups for each individual projects for nutrient upon receipt of Technical Direction.	10 business days after receipt of written technical direction from TOCOR. It is estimated that up to five of the ten projects may involve travel.
3	Individual project deliverables	As outlined in technical direction from the TOCOR
3	Contractor shall prepare <u>draft</u> interim deliverables and work products and furnish to TOCOR for review and comment, if requested. This package will fully describe the status of the Task Order at the end of the Option Period.	<u>No Later Than</u> 330 days after start of the Option Period
3	Contractor shall prepare <u>FINAL</u> interim deliverables and work products and furnish to TOCOR for review and comment.	Generally within 10 business days after receipt of written technical direction from the TOCOR. <u>NO LATER THAN end of the Option Period</u>
OPTION PERIOD FOUR: 12 MONTHS		
TASK	ACTIVITY/DELIVERABLE	SCHEDULE
1	Kickoff Meeting	Within 10 business days of Task Order Award.

1	Monthly Conference Calls and Meeting Minutes	Draft within 5 business days Final within 5 business days after receipt of comments from the TOCOR
2	For <u>each</u> individual project, the corresponding EPA Regional Quality Assurance Officer (QAO) will certify if an existing QAPP will cover the work. Otherwise, the TOCOR will request the Contractor to initiate work on a draft QAPP.	10 business days after receipt of written technical direction from TOCOR. It is estimated that <u>seven out of ten</u> projects will require QAPPs and that three out of ten will be covered by existing QAPPs maintained in the individual EPA Regional Offices.
2	Draft QAPP for EPA review	10 business days after receipt of written technical direction from TOCOR, if applicable
2	Final QAPP	10 business days after receipt of written technical direction from TOCOR.
3	Meeting with EPA TOCOR, region, and states/ stakeholder groups for each individual projects for nutrient upon receipt of Technical Direction.	10 business days after receipt of written technical direction from TOCOR. It is estimated that up to five of the ten projects may involve travel.
3	Individual project deliverables	As outline in technical direction from the TOCOR
3	Contractor shall prepare <u>draft</u> interim deliverables and work products and furnish to TOCOR for review and comment, if requested. This package will fully describe the status of the Task Order at the end of the Option Period.	<u>No Later Than</u> 330 days after start of the Option Period

3	Contractor shall prepare <u>FINAL</u> interim deliverables and work products and furnish to TOCOR for review and comment.	Generally within 10 business days after receipt of written technical direction from the TOCOR. <u>NO LATER THAN end of the Option Period</u>
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When the Task Order reaches 30 calendar days prior to the end of the Period of Performance in a given period, the contractor shall make a determination that the deliverables, milestones, benchmarks, and any outstanding technical direction from the TOCOR, will be satisfactorily completed in the form requested in the PWS by the end of the Period of Performance and for the remaining funding that is available.

If the contractor determines one or more of the above-referenced items will not be able to be completed in the requested form within the period of performance and with the available funding, the contractor shall notify the TOCOR and the CO immediately. Within 5 business days of said notification, the TOCOR in coordination with the CO will provide technical direction concerning use of the remaining funding to prepare and furnish to the TOCOR all interim draft deliverables, interim work products, and any working files in an electronic format which is supported by EPA, for eventual continuation of the project after the end date of the Task Order.

D. REPORTING

All documentation and reporting under this Task Order shall be in compliance with contract requirements.

E. DELIVERABLES AND GENERAL PERFORMANCE:

Working draft deliverables under this Task shall be labeled deliberative and not subject to FOIA.

The contractor shall participate in meetings and conference calls arranged by the EPA Task Order Contracting Officer's Representative (TOCOR) with states receiving assistance under Task 5.

The contractor shall when requested by the TOCOR provide supporting documentation when EPA is reviewing draft deliverables to facilitate EPA review and approval of the Contractor's work. Documentation will include the electronic files and detailed, written explanation of all steps and decisions. The Contractor is expected to comply with this request when it is received from the TOPO regardless of whether such a request is described in the individual tasks of this PWS. The Contractor is expected to furnish this information in such manner that no proprietary software will be needed for EPA to read, interpret, replicate or model any work product of this agreement, unless otherwise noted in this PWS or by written permission of the EPA TOCOR. The objective is that anyone with the appropriate skill level can use the information produced under this Task Order to check or duplicate the Contractor's work for replication and/or verification. With this understanding of how this Task Order's data will be used, any elements essential to successfully replicating analysis shall be provided to EPA in a commonly-used format.

The Contractor shall provide both scientific/technical and editorial review as defined in section 2.6 of the Prime Contract Performance Work Statement on any Task Order **draft** product before submission to the EPA TOCOR for review. This process does not need to be performed by an independent peer reviewer. It is expected that all editorial review comments will be addressed before deliverables are furnished to the EPA TOCOR for review (in the case of draft deliverables) or acceptance (in the case of final deliverables); and that questions raised by scientific/technical review will be either addressed or discussed with the EPA TOCOR prior to the contractor furnishing draft deliverables.

EPA anticipates that the contractor's work will be judged "satisfactory" according to the QASP if Task Order Manager edits to deliverables are no more than ten percent (10%) of the content of any draft deliverable, or less than two percent (2%) of any final deliverable. In addition, EPA anticipates that the contractor's work will

be judged “satisfactory” according to the QASP if less than ten percent (10%) of the pages of written final deliverables contain Task Order Manager edits for such things as grammar, punctuation and format. The EPA TOCOR can upon request furnish a copy of the EPA correspondence manual for the contractor’s use.

Upon receipt of written technical direction from the TOCOR, the contractor shall furnish:

- **all deliverables (draft and final) to EPA shall be furnished in an electronic version** and in an electronic format that EPA can support.
- **all final deliverables to EPA shall include one (1) electronic copy and two (2) paper copies.** All final deliverables shall be prepared according to EPA publication guidelines and shall be compliant with Section 508 of the **Americans with Disabilities Act**.

All submittals to EPA shall be formatted as described below.

Electronic submissions shall be made in the following manner: electronic Microsoft Word© for any written reports, summaries or analysis documents, Microsoft Excel© format for any and all spreadsheets, raw data, coding and modeling work (including all model runs with essential data to replicate model runs), and Microsoft Access© format for any and all databases or for other data as is approved by the EPA TOCOR in writing. **Final electronic submissions** shall be on Compact Disk (CD) or Digital Versatile Disc (DVD). The contractor may utilize an FTP, but only if the EPA TOCOR gives written permission. Every electronic document and all of the sections, text, graphs, charts or figures shall be unlocked, open and editable so that EPA may make further changes.

Final paper submissions shall be made in the following manner: two (2) separate and identical copies of all deliverables must be submitted; each separate copy includes all the products due at that date (i.e., Task 1, 2, etc.), and must be submitted in one (1) or more bound volumes, as appropriate, with a title page, an executive summary describing the purpose and content, and an index, located inside the front cover of each bound volume, and electronic copies enclosed in envelopes (or other suitable means) bound in the respective volume. Although PDF versions of materials may be additionally submitted per the contractor’s prerogative, neither electronic nor paper PDF versions will be acceptable as any final work product.

Appropriate electronic format that is supported by EPA and printing of all GIS data layers, maps, photos, bench sheets and other written material not easily printed or saved in the above formats will be discussed and a format agreed upon with the EPA TOCOR prior to submittal by the contractor.

F. ANTICIPATED TRAVEL

All travel under this Task Order shall be in compliance with contract requirements and only according to specific Technical Direction. See contract clause H-17. Travel is presently anticipated to be incidental only as needed to meet the EPA TOCOR and to attend periodic meetings of senior EPA managers to overview progress of the scope of requested services in the task order. The contractor shall assume one overnight trip for two people for half the states assisted throughout the period of performance. The location will be provided via Technical Direction. For planning purposes assume one trip within 5 EPA Regions [e.g., Region 4 (Atlanta), Region 5 (Chicago), Region 6 (Dallas), Region 7 (Kansas City), and Region 10 (Seattle)] per year.

G. CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as Contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative.

The Contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the EPA Task Order Manager.

H. Conference/Meeting Guidelines and Limitations:

The EPA projects that none of the individual meetings identified in these tasks will exceed a total cost of \$25,000. The contractor shall immediately notify the EPA Contracting Officer, PO and TOCOR of any anticipated individual event involving support for a meeting, conference, workshop, symposium, retreat, seminar or training that may potentially incur \$23,000 or more in cost during performance. Conference expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audiovisual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

I. Quality Assurance Surveillance Plan: per contract requirements.

J. Appendices

NONE

1552.217-71 OPTION TO EXTEND THE TERM OF THE CONTRACT-COST-TYPE CONTRACT (APR 1984)

The Government has the option to extend the term of this contract for four (4) additional period(s). If more than 30 days remain in the contract period of performance, the Government, without prior written notification, may exercise this option by issuing a contract modification. To exercise this option within the last 30 days of the period of performance, the Government must provide to the Contractor written notification prior to that last 30-days of the period. This preliminary notification does not commit the Government to exercising the option. Use of an option will result in the following contract modifications:

(a) The "Period of Performance" clause will be amended to cover a base period and option periods:

	Period Start Date	End Date
/Base Period	Award	–07/01/2019
Option Period 1	07/02/2019	– 07/01/2020
Option Period 2	07/02/2020	– 07/01/2021
Option Period 3	07/02/2021	– 07/01/2022
Option Period 4	07/02/2022	– 07/01/2023

(b) Paragraph (a) of the "Level of Effort" clause will be amended to reflect a new and separate level of effort of:

Period	Level of Effort
Base Period	2000
Option Period 1	2000
Option Period 2	1900
Option Period 3	1900
Option Period 4	1800

(c) The "Estimated Cost and Fixed Fee" clause will be amended to reflect increased estimated costs and fixed fee for each option period as follows:

Period	Estimated Cost	Fixed Fee	Total CPFF
Option Period 1	TBD	TBD	TBD
Option Period 2	TBD	TBD	TBD
Option Period 3	TBD	TBD	TBD
Option Period 4	TBD	TBD	TBD

(d) If the contract contains "not to exceed amounts" for elements of other direct costs (ODC), those amounts will be increased as follows: N/A

LOCAL CLAUSES EPA-B-32-101 LIMITATION OF FUNDS NOTICE

(a) Pursuant to the Limitation of Funds clause, incremental funding in the amount of **\$TBD** is allotted to cover estimated cost. Funding in the amount of **\$TBD** is provided to cover the corresponding increment of base fee. The amount allotted for costs is estimated to cover the contractor's performance through **TBD**

(b) When the contract is fully funded (i.e. the sum of the total estimated cost, base fee, award fee pool available for award, and award fee awarded, as set forth in the schedule of this contract), the Limitation of Cost clause shall become applicable.

(c) Recapitulation of Funds

LOCAL CLAUSES EPA-B-16-102 ESTIMATED COST AND FIXED FEE

- (a) The estimated cost of this contract is **TBD**
- (b) The fixed fee **TBD**
- (c) The total estimated cost and fixed fee is **TBD**

LOCAL CLAUSE EPA-G-42-101 CONTRACT ADMINISTRATION REPRESENTATIVES

Task Order Contracting Officers Representatives (CORs)/Project Officers for this contract are as follows:

Task Order COR (TOCOR): Caroline Klos, klos.caroline@epa.gov

Alternate Task Order COR (Alt TOCOR): TBD at Award

Contracting Officials responsible for administering this contract are as follows:

Contracting Officer

Angela Lower, US EPA. Cincinnati Procurement Operations Division, 26 W MLK Dr MS W136A, Cincinnati, Ohio 45268 lower.angela@epa.gov

Contracts Specialist

Lisa Mitchell-Flinn, US EPA. Cincinnati Procurement Operations Division, 26 W MLK Dr MS W136A, Cincinnati, Ohio 45268 lower.angela@epa.gov

COST PROPOSAL INSTRUCTIONS
TASK ORDER SOLICITATION PR-OW-18-00191

The following paragraphs supplement the instructions set forth in the contract clause B-1 "Ordering Procedures". These instructions apply to the prime contractor as well as subcontractors and consultants. It is the prime contractor's responsibility to ensure that all instructions are disseminated to subcontractors and consultants.

Contractors shall submit a summary page for the base and any optional periods. The summary sheet shall be supplemented as necessary to provide thoroughness and clarity in the data presented. Pricing detail shall be included by task for the base and any optional periods. The cost breakdown supporting the above documents shall be breakout the following elements: Direct Labor, including direct labor rate and hours for each proposed individual, Fringe Benefits, Overhead, ODC, Travel, Consultants, Subcontractors, Total Subcontract, Subtotal, G&A, Total Cost, Fee, Total Cost Plus Fee. This cost detail shall be broken out for the base and any optional periods, at the task level. A copy of the cost proposal shall be included in the submission in MS Excel. This copy shall include formulas used to arrive at the CPFF for the base and any optional periods and aggregate totals for the base and optional periods for each element.

When subcontract effort is included in the cost proposal, the prime contractor shall submit charts for each period and for the aggregate (all years, all hours) which clearly indicate the exact allocation of the specified level of effort among the prime contractor and the proposed subcontractors. Specified labor categories as well as job titles within the labor categories should be identified. Subcontractor detail may be provided by the subcontractor directly to the EPA.

If a proposed subcontractor does not have an approved accounting system (one that is considered adequate for use on Government cost-type contracts), the Contracting Officer's consent for a cost type (CPFF, etc.) subcontract will not be granted.

In the cost proposal, the contractor must certify that all proposed personnel (including proposed subcontractor personnel or consultants) for the Professional Level identified by the contractor meet the qualifications specified in the TSAWP IDIQ Contract Attachment 3, "Definition of Labor Classifications."

TASK ORDER SOLICITATION TECHNICAL EVALUATION
PR-OW-18-00191

Nutrient Framework Technical Support

Contractors shall limit their responses to five pages (single sided) or less, using their discretion on which criteria to place emphasis. If Staffing Plan is identified as a criterion, resumes are limited to two pages or less and do not count towards the page limitation. The transmittal letter, cover pages, and dividers are also excluded from the page limitation. Any information on pages beyond the page number limitation will not be considered or evaluated. The technical proposal shall be submitted using no less than ten (10) point font size and no less than a 3/4" margin on all sides of the page. The term "Offeror" as used in this document shall mean the prime contractor and any proposed subcontractors or consultants.

Proposals will be evaluated on the criteria listed below by the project Technical Evaluation Team and will be assigned a score from 0-3 using the scale listed below. Award will be based on Best Value Analysis where Technical Quality is more important than Cost/Price.

RATING SCALE

The following rating scale will be used in scoring proposals:

Unacceptable = 0. Criteria is not addressed.

Poor = 1. The proposal fails to adequately address critical requirements of the PWS and technical evaluation criteria; may satisfy some requirements, but not others; reflects major weaknesses or deficiencies. Could not meet requirements without fundamental changes involving a total re-write or redirection of the offer.

Satisfactory = 2. Proposal addresses and meets most requirements of the PWS and technical evaluation criteria, with some correctable and minor weaknesses and/or deficiencies noted. Is generally considered to demonstrate at least minimum requisite experience, qualifications and performance capabilities. Some discussions may be required to address and correct weaknesses or deficiencies.

Superior = 3. The proposal clearly addresses and exceeds requirements of the SOW and technical evaluation criteria with no weaknesses or deficiencies, or very minor, correctable weaknesses or deficiencies noted.

Each point is worth 1/3 of the weight assigned to an individual criterion.

The following criteria and weights will be used in the technical evaluation of Task Order proposals:

CRITERIA

FACTOR #1: Technical Approach (40 Points)

This criterion will evaluate the contractor's technical approach in regards to the performance of the all tasks requested in the PWS. The contractor shall demonstrate an understanding of the work to be performed, and demonstrate the appropriate knowledge, capability (availability of appropriate staff, equipment, and resources), and ability to complete the tasks on time.

Demonstrated understanding of the typical problems encountered in performing services required by the PWS and the ability to present practical, efficient solutions for those problems. The Contractor's Proposal shall include a clear, concise narrative that addresses each of the areas identified under this criterion.

FACTOR #2: Staffing Plan (30 POINTS) (Limit to critical, key personnel positions)

This criterion evaluates the technical qualifications, strengths and skills of the staff who will participate in the performance of the tasks requested in the Performance Work Statement. The staff will be evaluated on the extent of their experience performing similar work, as well as their expertise and education, and availability of the proposed staff. When describing specific project experience related to the PWS area of responsibility, it is not sufficient to merely state that an individual worked on a project. Explain what he/she did and its relevance to the requirements outlined in the PWS.

FACTOR #3: Statement Success with Similar Work (30 points)

This criterion will evaluate the contractor's successful completion of projects / products which are similar to the PWS Task 3 with emphasis on items C, D, and E. The contractor should describe completion of comparable projects and discuss strengths that demonstrate the ability to provide technical support in the area of the 8 nutrient framework elements listed in Section A.